Food Services

900.1 PURPOSE AND SCOPE

The Office recognizes the importance of providing nutritious food and services to inmates to promote good health, to reduce tension in the correctional facility and ultimately support the safety and security of the correctional facility. This policy provides guidelines on the preparation of food services items and dietary considerations for inmates housed in the facility.

900.2 POLICY

It is the policy of this office that food services shall provide inmates with a nutritionally balanced diet in accordance with federal, state and local laws, and with regulations for daily nutritional requirements.

The food services operation shall be sanitary and shall meet the acceptable standards of food procurement, planning, preparation, service, storage and sanitation in compliance with Food and Drug Administration (FDA) and United States Department of Agriculture (USDA) requirements.

900.3 CONTRACT FOOD PROVIDER

The contract food services company shall be responsible for oversight of the day-to-day management and operation of the food services area, including:

- Developing, implementing, and managing a budget for food services.
- Ensuring sufficient staff is assigned and scheduled to efficiently and safely carry out all functions of food services operations.
- Establishing, developing, and coordinating appropriate training for staff and inmate workers.
- Developing a menu plan that meets all nutrition and portion requirements and can be produced within the available budget.
- Other duties and activities as determined by the Chief of Corrections or designee.

900.4 MENU PLANNING

All menus shall be planned, dated and available for review at least one month in advance of their use. Records of menus and of foods purchased shall be kept on file for one month. Menus shall provide a variety of foods and should consider food flavor, texture, temperature, appearance and palatability. Menus shall be approved by a registered dietitian or nutritionist before being served to ensure the recommended dietary allowance for basic nutrition meets the needs of the appropriate age group.

Any changes to the meal schedule, menu or practices should be carefully evaluated by the food services manager in consultation with the Chief Deputy of Corrections or designee, dietician, medical staff, and other professionals, and shall be recorded. All substitutions will be of equal or

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better nutritional value. If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production sheet.

Menus as planned, including changes, shall be evaluated by a registered dietitian at least annually. Facility menus shall be evaluated at least quarterly by the food services supervisory staff to ensure adherence to established daily servings.

Copies of menus, foods purchased, annual reviews and quarterly evaluations should be maintained by the food services manager in accordance with established records retention schedules (WAC 44-14-03005).

900.5 THERAPEUTIC DIETS

The food services manager shall be responsible for ensuring that all inmates who have been prescribed therapeutic diets by qualified health care professionals are provided with compliant meals. A therapeutic diet manual, which includes samples of medical diets, shall be maintained in the health services and food services areas for reference and information.

More complete information may be found in the Prescribed Therapeutic Diets Policy.

Women who are known to be pregnant or lactating shall be provided a balanced, nutritious diet approved by a physician.

900.6 RELIGIOUS DIETS

a. The Thurston County Corrections Facility (TCCF) and the Correctional Options Facility will offer a meatless or religious diet in lieu of a regular meal, for those inmates trying to satisfy meal requirements as prescribed by their religion. The Bureau will make every effort possible, within limited institutional resources and the need for facility security to provide these meals.

b. An inmate requesting a religious diet will adhere to the following process:
c. The inmate will complete and sign the "Inmate Request for Religious Diet Meal" (Common drive forms). The inmate requesting a religious diet must also complete a "Religious Diet Participation Agreement" (Common drive forms).
d. The request will be forwarded to the Inmate Services Lieutenant, or designee, who will review the request and forward approval or denial to the Food Service staff and inmate. The original copy will be placed in the inmate's Working File. Note: It may take up to forty-eight (48) hours for the inmate to begin receiving Special Diet meals, after their request has been approved.

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e. The Food Services Supervisor (FSS) will be responsible for ensuring that Food Service (FS) staff prepare approved religious diets according to religious dietary requirements.

f. To the extent possible, the dietary requirements of religious holy days, including fasting periods, will be taken into consideration through menu planning.

g. Members will assist in accommodating recognized religious holy days requiring special foods or serving times, by providing specially prepared meals to the inmates on these schedules.

h. Some special food items may be available to inmates through the Inmate Commissary and will be identified as such on the "Commissary Order" form.

i. Inmates who have an approved religious diet will sign the "Religious Diet Participation Agreement" (Common drive forms) and, as such, will have agreed to a number of conditions.

j. Any member who observes incidents of non-compliance with these conditions will complete an incident report in the computerized jail management system (ATIMS). This information will be forwarded to the religious liaison, or designee, for review and follow through.

k. The religious liaison, or designee, will consider the facts presented in the incident report and make a determination as to whether a violation has occurred. If the facts are substantiated, the liaison, or designee, will send a hard copy memo to the inmate and disseminate the same memo to all members, via e-mail. This memo will advise the inmate that if there is another violation of their diet, their special meal may be stopped.

l. If there is a second violation, within a one (1) year time period, the same process will be followed but the memo sent to the inmate and members (in the same manner as previously stated in #9) may direct that the special meal be discontinued for one (1) year from the date of the second offense.

m. An inmate may voluntarily request that their religious diet be canceled. The inmate will submit their request in writing, using the "Religious Diet Cancellation Request" form (Common drive forms). This request will be put into effect as soon as it is received by the Inmate Services Lieutenant, or designee, who will ensure Food Service gets a copy of the cancellation. The original request will be placed and retained in the Inmate Working File.

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n. An inmate who voluntarily requests that their religious diet be canceled must wait one (1) year before requesting the current diet be reinstated unless a change of religious affiliation is approved by the Inmate Services Lieutenant, or designee.

900.7 FOOD SERVICES REQUIREMENTS

All reasonable efforts shall be made to protect inmates from food-borne illness. Food services staff shall adhere to sanitation and food storage practices and there shall be proper medical screening and clearance of all food handlers in accordance with the Food Services Workers' Health, Safety and Supervision Policy.

Food production and services will be under staff supervision. Food production, storage and food handling practices will follow the appropriate federal, state or local sanitation laws.

900.8 MEAL SERVICE PROCEDURE

Meals shall be served at least three times during each 24-hour period. At least one meal must include hot food. Any deviation from this requirement shall be subject to the review and approval of a registered dietitian to ensure that inmates receive meals that meet nutritional guidelines.

Inmates must be provided a minimum of 15 minutes dining time for each meal.

Inmates who miss, or may miss, a regularly scheduled meal must be provided with a beverage and a sandwich or substitute meal. Approved snacks should be served to inmates on medical diets in less than the 14-hour period if prescribed by the Responsible Physician or registered dietitian. Inmates on medical or therapeutic meals who miss their regularly scheduled meal will be provided with their prescribed meal.

As the mealtime approaches, facility staff should direct the inmates to get dressed and be ready for meals. Inmates should be assembled and a head count taken, to verify all inmates in the housing location are present. Staff should be alert to signs of injury or indications of altercations, and should investigate any such signs accordingly. Staff should remain alert to the potential for altercation during inmate movement and meals. Meals shall be served under the direct supervision of staff.

. Staff should identify inmates who have prescribed therapeutic or authorized religious diets so those inmates receive their meals accordingly.

It shall be the responsibility of the corrections deputies to maintain order and enforce rules prohibiting excessive noise and intimidation of other inmates to relinquish food during mealtime.

In the interest of security, sanitation and vermin control, inmates shall not be allowed to store leftover food items in their housing areas.

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900.9 EMERGENCY MEAL SERVICE PLAN

The food services manager shall establish and maintain an emergency meal service plan for the facility.

Such a plan should ensure that there is at least a seven-day supply of food maintained in storage for inmates. In the event of an emergency that precludes the preparation of at least one hot meal per day, the Chief Deputy of Corrections may declare an "Emergency Suspension of Standards" for the period of time the emergency exists.

During an emergency suspension, the food services manager shall assign a registered dietician to ensure that minimum nutritional and caloric requirements are met.

In the event that the inmate food supply drops below that which is needed to provide meals for two days, the Chief Deputy of Corrections or the authorized designee shall purchase food from wholesale or retail outlets to maintain at least a four-day supply during the emergency.

Depending on the severity and length of the emergency, the Sheriff should consider requesting assistance from allied agencies through mutual aid or the National Guard.

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